

Sample

Outside agencies checklist

The following checklist can provide schools with some guidance about making decision on whether to use an outside agency to support delivery of school driver education programs.

Use of external providers: a checklist	Yes	No
1. Can the service already be provided by teachers in the school?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the service support existing driver education programs in the school?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the service consistent with all other Department policies and perspectives, including child protection procedures, excursion, OHS, risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>
4. If the program involves students receiving behind-the-wheel instruction have you confirmed that all instructors are licensed RTA driving instructors?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have parents and caregivers been made aware of the services to be provided?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have parents been consulted about costs?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have the bona fides and qualifications of the guest speaker been checked?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has the principal approved the guest speaker?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have the resources required by the external agency been organised?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the provider have appropriate activities, materials and experiences to cater for the needs of all students?	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the provider have a clear understanding of curriculum requirements and their part in the educational process?	<input type="checkbox"/>	<input type="checkbox"/>



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